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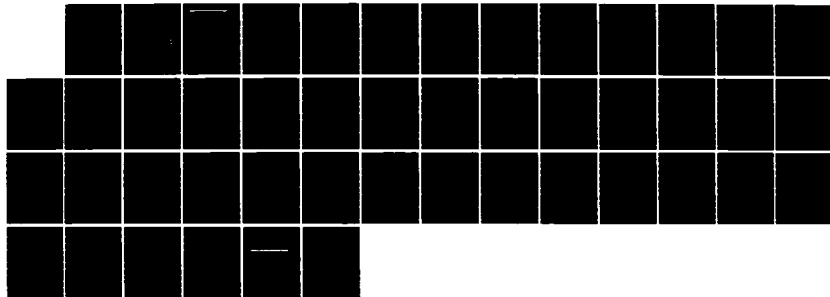
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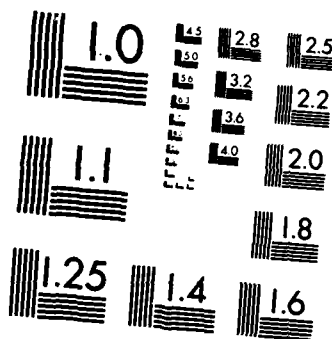
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David W. Taylor Naval Ship Research and Development Center

Bethesda, MD 20084-5000

DTNSRDC/CMLD-86/07 March 1986

Computation, Mathematics, and Logistics Department
Departmental Report

TOFACS Regulations, Procedures, Guidelines and
Assorted Information for all TOFACS Users

by
Bob Wybraniec

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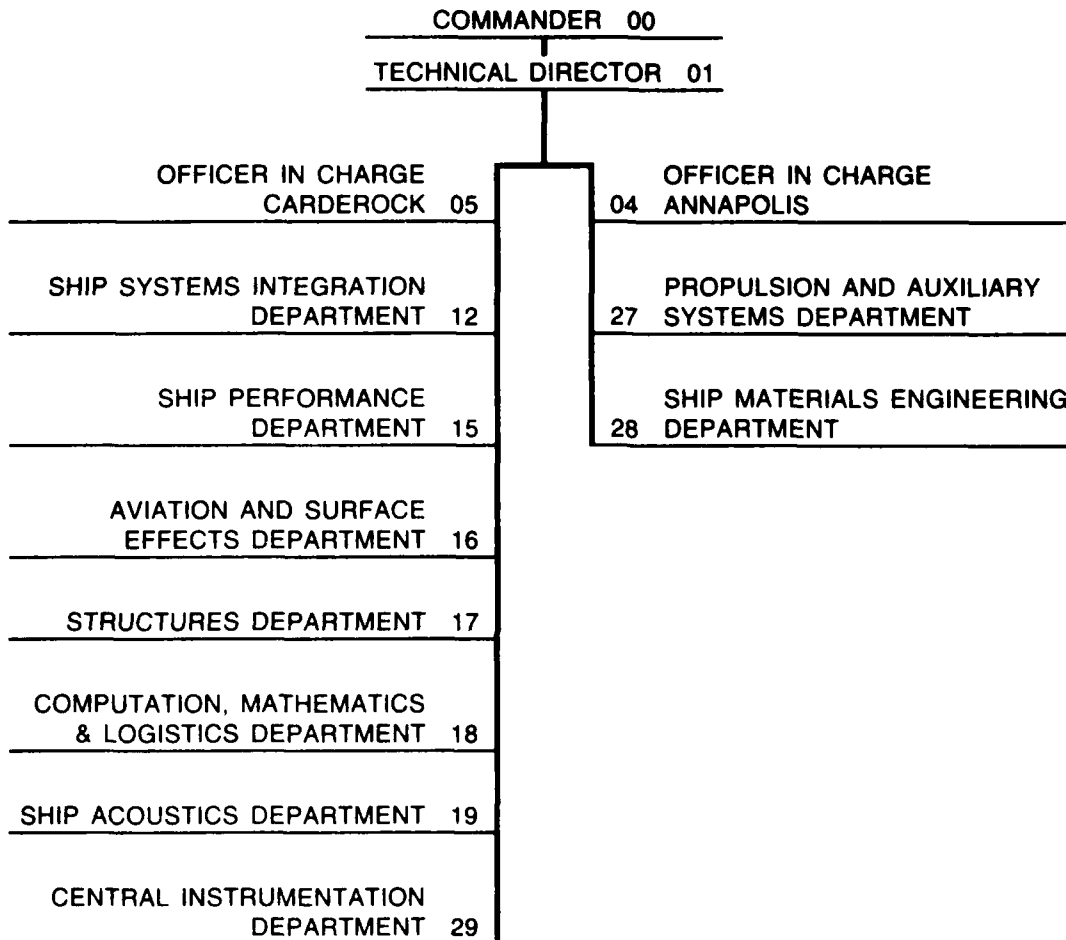


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DTNSRDC/CMLD-86/07 Information for all TOFACS Users
TOFACS Regulations, Procedures, Guidelines and Assorted

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ABSTRACT

The Technical Office Automation and Communication System (TOFACS) is a pilot system that has been in operation at DTNSRDC for approximately five years. TOFACS provides users with workstations (terminal, modem and printer) and gives each user access to a comprehensive set of office automation capabilities such as electronic mail, document processing, calendar management, ticklers and phone message management. This report details various TOFACS regulations, procedures, guidelines and assorted information that is of general and specific interest to all TOFACS users. It specifies specific policy and regulations that TOFACS users must follow (especially security and OFFICIAL USE of TOFACS), guidelines on usage of the system, and assorted information on various subjects of interest.

1. TOFACS IS FOR OFFICIAL GOVERNMENT USE ONLY

The personal use of TOFACS, UNIX and/or the TOFACS computers is prohibited. The use of TOFACS, UNIX and/or the TOFACS computers is restricted to official government business. Paragraph 6 of Enclosure (1) of DTNSRDC INSTRUCTION 5370.1B (Subj: Standards of Conduct) states the following:

Use of Government Property. DOD personnel have a positive duty to protect and conserve government property, equipment, and supplies. Consequently personnel will not use or allow the use of government property of any kind other than officially approved activities. Government facilities, property, and manpower, such as stenographic and typing assistance, reproduction and computer facilities may be used only for official government business.

Each user MUST adhere to this policy. Any employee using TOFACS for personal business is violating regulations governing the use of government property.

This means that TOFACS should not be used to send personal messages, or to create and store files pertaining to personal activities whether for profit or non-profit organizations, etc. (the exception to this is for Center authorized activities such as the Credit Union, Daycare and ESA events).

At times, TOFACS personnel must inspect user files in order to investigate system or user problems. If, under those or other circumstances, illegal files are discovered, users will be reported to their Department Head for appropriate disciplinary action. Disciplinary action may include suspension or dismissal.

Any users currently maintaining prohibited files on TOFACS must remove all such information and refrain, in the future, from conducting personal business on TOFACS.

2. SECURITY REGULATIONS, PROCEDURES AND GUIDELINES

2.1. SECURITY GUIDELINES/PROCEDURES

ADP (Automated Data Processing) Security Requirements require that all TOFACS users adhere to prescribed security procedures. Due to the "business sensitive" and/or "privacy act information" nature of data and information stored on TOFACS, each user should take the proper precautions and safeguards to insure the security/integrity/etc. of stored information. The following recommended procedures should be followed:

1. Do not share your login/password with anyone. Users must not provide personal access passwords and procedures to others and must protect such information from inadvertent disclosure. Passwords should not be included in an automated login procedure such as with a smart modem or terminal program.

2. Passwords must be chosen such that it would be difficult for others to guess. Your password must not be written down where someone could find it.
3. Users must not leave unattended terminals connected on-line to TOFACS. Do not leave your office while you are logged in unless you have "locked" your terminal or locked your office. In the event you must leave your office or work area for a short period (a few minutes) and wish to leave your terminal logged-in/connected to TOFACS, you must take precautions to protect your terminal from access by anybody else. The recommended method is to use the TOFACS "tlock" command. "tlock" will lock your terminal. It is a security violation to leave your office and not take proper precautions to secure/lock your terminal. If you are connected to TOFACS and you must leave your office for more than a few minutes, you should disconnect/logout from TOFACS.
4. Be careful in opening up file/document permissions to allow other users to access your files/documents. The default document permission for any TOFACS created document is that only the owner/author may read and write (change/alter/delete/etc.) the document. Do not change the permissions on a document that contains "sensitive" information such that the permission change would allow all users to read and/or write the document.
5. TOFACS is only for UNCLASSIFIED and OFFICIAL Government Use.

2.2. REQUIRED CHANGING OF PASSWORDS EVERY THREE MONTHS

It is required that each user change his/her password every three months. This requirement has been imposed by Code 004 (ADP Policy Official) as part of a

DTNSRDC ADP Security Access Control Plan which covers all the Center's computer facilities. The TOFACS system enforces this procedure.

The three month password enforcement takes affect from the time you change your password. Each time you change your password your three month period is reinitialized and you have a new three month time period. If you do not change your password within a consecutive three month period, you will not be able to access TOFACS until you change your password. Each login attempt after that period will prompt you to change your password until it has been changed.

2.3. HOW TO CHANGE YOUR PASSWORD

There are three ways to change your TOFACS password. Starting from the TOFACS prompt (\$, ->, %, etc.):

- | | |
|----------------------------|---------------------------------|
| 1. t | (Select TOFACS main menu) |
| 9 - Special Functions | (Select Special Functions) |
| 2 - Modify System Password | (Select Modify system password) |
| 2. spec | (Select Special Functions) |
| 2 - Modify System Password | (Select Modify system password) |
| 3. passwd | (Select Modify system password) |

Assuming everything is done correctly, the system will display:

Changing password for "username"

Old password: (Type in your old password; hit RETURN)

New password: (Type in your new password; hit RETURN)

Retype new password: (Type new password again; hit RETURN)

Your password has been changed.

2.4. PASSWORD RULES

1. You must change your password every three months. If this is not done, the system will require that you do so before you can gain access to TOFACS.
2. A password must have at least six characters.
3. A password may be entered with more than eight characters but only the first eight characters are used. The rules/specifications stated in 4.-7. below only apply to the first eight password characters.
4. A password must have at least two alphabetic characters and at least one numeric or special character. "Alphabetic" means upper or lower case letters.
5. A password must differ from the user's login name and any reverse or circular shift of that login name. For comparison purposes, an upper case letter and its corresponding lower case letter are equivalent.
6. New passwords must differ from the old password by at least three characters.
7. Avoid using the special characters "@" and "#" within a password.

3. TOFACS SUPPORT PERSONNEL - INFORMATION SPECIALISTS

TOFACS has up to three support personnel (Information Specialists - IS) available to provide help/support to all users. You may get help from a TOFACS IS via telephone, electronic mail, a personal visit or the TOFACS suggestion box. Each of the current three support personnel have been assigned codes for which they are responsible. If you need help please contact the appropriate TOFACS IS who is responsible for your code:

<u>user name</u>	<u>name</u>	<u>phone</u>	<u>responsible codes</u>
comert	Wanda Comert	71018	00,01,05,12,19,29,50,52,53,93
peizer	Adele Peizer	3221/4987	04,06,27,28,40,41 + users from Annapolis based 50,52,53,70
cpeters	Carol Peters	74226	15,16,17,18,42,60,70
bobw	Bob Wybraniec	71271	Other support & backup

4. TOFACS USER ADVISORY GROUP (TUAG)

Each department has designated at least one person to serve as a TOFACS coordinator for their respective department. These people comprise the TOFACS User Advisory Group. Each member is responsible for coordinating their department's TOFACS related requirements with TOFACS. All personnel should work through their coordinator for things like becoming a TOFACS user, workstation requests (terminals/printers/etc.), training, etc.

In most departments the TUAG rep is available to answer questions on the use of TOFACS and TOFACS supplied equipment.

5. HELP

5.1. SELF-HELP

Before calling TOFACS support, users can get help from their TOFACS Users Manual, "rbb tofacs whatif" (which gives a list of common problems and how to solve them), or by reading the "Help" frame for the module/frame in use.

5.2 TOFACS USER SUPPORT

During the normal working day, TOFACS users can report problems and request assistance by calling 71018/74226 (Carderock) or 3221 (Annapolis). See Section 3. for information on assigned TOFACS support personnel.

The TOFACS office is (wo)manned Monday thru Friday from 0730 - 1600. In the event you need help before 0730 or after 1600 please still call the TOFACS office. We generally have someone available from 0700 - 0730 and from 1600 - 1630. There are occasions when TOFACS staff personnel are also available before 0700 or after 1630, so please call if you need help.

If you need help or have a service need and your representative is not available, please leave a message and they will get back to you. If there is an emergency or you need help immediately, if your representative is not available someone else from the TOFACS office will assist you. If you have comments or suggestions on TOFACS you may contact your representative or send electronic mail to the TOFACS suggestion box (tofacs).

On weekdays, after approximately 1630, the TOFACS office is not manned. On weekends, the TOFACS system operates on an unmanned basis. If there appears to be a problem accessing/connecting to TOFACS and TOFACS (1822) and systems support personnel (1892.3) are not available,

- a. call Computer Facilities dispatch area, X71435
- b. contact the shift supervisor, who will look into the problem
and take whatever measures available to correct the problem.

This situation/procedure primarily applies to after hours and on certain weekends when personnel are available. For problems which the shift manager cannot correct, report them to the TOFACS office on the following work day.

6. DEPARTMENTAL PRIORITY LIST

Each department maintains a "priority list" of users already on TOFACS and non-TOFACS users waiting to be put on TOFACS. This list ranks those waiting according to your department's "priorities". In addition, priorities for equipment assignment are kept. Please check with your TUAG rep as to the status of your equipment or your being put on TOFACS.

If a user moves to a new department, he/she does not automatically remain as a user on the TOFACS system. The new department must have a vacancy on their list in order for that user to be transferred and remain on the system (unless the person moving is a department, division, or branch head).

7. NEW/TRANSFER USER REQUEST/APPROVAL

7.1. SUBMITTING REQUESTS

All requests for adding a new user or transferring a user (to a new department code or to a new TOFACS machine) are sent from the respective TUAG rep to the TOFACS office for approval.

The user additions and changes/transfers are usually done by TOFACS systems support on Tuesday and Thursday of each week.

7.2. ASSIGNING LOGIN NAMES

Login names can be divided into two categories: "personal" and "generic". A personal login name uniquely identifies an individual user. Most all personal login names are the users last name or some derivation incorporating the last name. A generic login name identifies a position (or project, etc.). Most all generic login names identify secretarial and clerk typist positions. There are

also a few special generic login names. For both personal and generic logins, the TOFACS directory information identifies the responsible person for the login by specifying the first and last name, code and phone number.

7.2.1. Personal Login

All personal logins are given according to the following rules in the order listed:

1. last name (for last names less than or equal to 8 characters).
2. first 8 characters of last name for last names greater than 8 characters.
3. If 1. or 2. is a duplicate of an existing login, use the first initial followed by as many characters of the last name as needed or is available.
4. If 3. is a duplicate of an existing login, use the initials of the first and middle names followed by as many characters of the last name as needed or is available.

TOFACS will try to use the last name of the user or some initial(s) followed by the last name. Use of a special login name (not using the last name) must be approved by TOFACS Project Management.

7.2.2. Generic Login

Secretarial, clerk typist and some special generic logins are assigned by using the DTNSRDC code designation followed by an "s", "c", or "x", respectively. For generic logins of the same type within the same code numerics are used to identify the second, third, etc. login. Following are a few examples of possible generic logins:

182s 5231c

182s2 5231c2

5231c3

5231c4

Any user assuming a current secretarial or clerk typist position is assigned a generic login. Other generic logins are assigned as needed and approved by TOFACS.

8. PROCESSOR ASSIGNMENT

Standard policy is that all users for a particular department are on the same TOFACS Vax computer, e.g. all department 12 is on tofacsa (Vax A/01), all department 18 is on dtre (Vax B/02), etc. However, due to system load considerations, and the need to control such, TOFACS reserves the right to assign/reassign users to the least used processor.

9. PASSWORDS

9.1. ASSIGNMENT

At the time a user is brought onto the system a temporary password is assigned by TOFACS. Passwords are given out at the first training class. As soon as the user starts using TOFACS he/she is advised to change the temporary password to one of their own creation. It should be stressed to each user that their password should be defined such that it would only be known to themselves and would be difficult for other users to guess.

9.2. FORGOTTEN PASSWORDS

If a user forgets his/her password, they must be assigned a new password since, for security purposes, it is impossible to decode a user's system password. Any user needing a new password can only be given one by requesting it through the TUAG person or by coming to the TOFACS office in person with a badge for identification.

TOFACS generally changes forgotten passwords at 0800 and 1300 each day.

10. (NON)USE OF THE SYSTEM

Each TOFACS Vax Computer is dedicated to those TOFACS users assigned to the specific Vax. Each Vax has a limited amount of user access ports. Due to these restrictions and to be fair to all other users sharing the system, TOFACS requests that you use the system efficiently and responsibly.

- a. To be fair and responsible to your fellow users/co-workers, logout/disconnect after you have completed your work.
- b. Please do not use any methods to simply keep yourself logged in if you are not doing any work. This may prevent other users from accessing the system.
- c. Do not leave your office/work area while logged into the system. Be sure to logout and shut off your terminal when leaving the office/work area.

11. URGENT ACCESS TO ANOTHER TOFACS VAX COMPUTER

If a specific TOFACS Vax computer is down for greater than four hours or a projected long downtime period or an ad hoc situation requires user access to another TOFACS Vax, "critical" users may be given access to another Vax. Any

request to be given access to another Vax when your own Vax is down must go thru your TUAG representative and be okayed by your supervisor. Once TOFACS receives such a request and approves it, we will contact you. If you need specific files/documents and/or a mailbox from your resident Vax file system, we will do our best to try to give you access to them on another Vax. You will be given a temporary login to access another "up" Vax. Once your machine is again "operational", you will be given one day to transfer any files from the temporary login back to your own login. After that day, all files/documents will be deleted from the temporary login.

12. CHECKOUTS

TOFACS users leaving DTNSRDC (either permanently or temporarily) must checkout with TOFACS. This holds true for all employees: permanent, temporary, summer hires, coops, interns, etc. These users must have their checkout sheets initialed by an authorized TOFACS representative (TOFACS Information Specialist or the Training/User Support Manager or the System Manager) as part of their official DTNSRDC departure. It is against security regulations for any employee to still have a login and password after he/she has officially left DTNSRDC. Departing users are generally removed from TOFACS immediately after their departure day.

If a user leaves DTNSRDC and is responsible for TOFACS equipment, the user must transfer custody of that equipment by reassigning it (within the Department) to a replacement person or to the responsible TUAG member (if a replacement person is not available or if there are no open slots for a replacement). A new plant accounting form must be filled out when equipment is reassigned. Any equipment not reassigned must be returned to TOFACS.

Each TOFACS user departing DTNSRDC should coordinate their departure with their respective Administrative Officer and their TUAG rep. This should be done at least two weeks prior to departure to insure the proper disposition of equipment and files.

13. TRAINING

13.1. CLASSES OFFERED

TOFACS is currently teaching two classes: (1) TOFACS I and (2) TOFACS II. If you have the need to learn some part of TOFACS that is not yet covered by our current classes, please let us know. We can either have a one-on-one session to meet your needs or add/incorporate your needs into a new or present class.

Current classes are usually taught on Tuesdays and/or Thursdays.

TOFACS I

The TOFACS I class is recommended for all new TOFACS users. This class gives each trainee an overview of TOFACS, presents login procedures and workstation info (terminal/modem/printer), presents troubleshooting techniques, and gives detailed instruction on most aspects of electronic mail and document processing. Class lasts 6 & 1/2 hours commencing and ending promptly at 0830 - 1130 & 1230 - 1600. There is at least one ten minute break in both the morning and afternoon session.

TOFACS II

The TOFACS II class is recommended for all users who have already taken the TOFACS I class and who wish to learn how to use most of the other TOFACS functions not taught in the Basic class. The prerequisite for the TOFACS II class is that a user must first have taken the TOFACS I class or successfully pass a TOFACS I Questionnaire.

The TOFACS II class introduces users to and teaches users how to use TOFACS in the "command mode". This class shows each trainee which commands to use for all facets of electronic mail and file/document processing. Then, using "command mode", each student learns detailed instruction on use of the archiver, calendar, tickler, phone, and directory functions. In addition, students are given an in-depth tutorial on mail and file/document management.

Class lasts 6 & 1/2 hours commencing and ending promptly at 0830 - 1130 & 1230 - 1600. There is at least one ten minute break in both the morning and afternoon session.

13.2. SCHEDULING

All training requests must be sent to TOFACS via the respective TUAG rep. Most training classes are initially scheduled three to four weeks in advance. Training classes are generally scheduled once there are confirmations from six users. For users with a critical training need TOFACS will try to schedule the user ASAP. If this cannot be done or the user cannot wait, TOFACS will provide one-on-one interim training to train the user in whatever is needed. The user would still take the next available regular training class. In general, logins will not be assigned until the user has been trained.

It should be stressed to users that they should enroll in a class only if they are fairly certain that they can attend the class on the specified date/time. "No shows" are disruptive to the process of scheduling training and cause other personnel who would have liked to have attended to miss an available training opportunity. Canceling for sickness or emergency work situations is unavoidable and understandable. Canceling for reasons like "had too much work", "forgot", "had something else to do", etc. is inconsiderate of other users who

are waiting for training and will result in that user receiving lower priority for rescheduling of the missed training.

Normally training will not be scheduled for classes with less than four students.

See the "training" section ("rbb tofac training") of the TOFACS Bulletin Board for detailed information on training classes, etc.

13.3. PRE-CLASS MEMO

When a user is approved and enrolled for TOFACS training, a pre-class memo is sent from the TOFACS office to the TUAG rep with a carbon copy to the enrollee. The memo confirms training for the enrollee, gives the date/time/location of the class and informs the enrollee of other pertinent class information.

14. TRAINING/USERS ROOM

Each TOFACS training/users room (bldg. 192, rm. 108 at Carderock and bldg. 100, rm. 1C at Annapolis) is available to all users for meetings/demos/etc. and/or general workstation usage. These rooms are unavailable for general use on those days when TOFACS training is given or someone has reserved the room. Please call the TOFACS office to reserve either room for a demo/meeting/class/etc. or to inquire as to the room's availability.

The Annapolis training room has a workstation with a local Washington D.C. area service.

TRAINING/USERS ROOM RULES

You are responsible for assuring that the following rules be followed when using the TOFACS training/users room:

- o The room is to be kept clean.
- o The furniture/terminals/printer should not be moved.
- o No smoking, eating or drinking is permitted in the room.
- o Please report any equipment problems to the TOFACS office.

Call X3221/4987 for Annapolis and X71018/74226 for Carderock.

In doing this you should supply the LOC number or serial number of the particular terminal(s)/printer, which is located center-front under the screen or on the underside of the keyboard or in the back of the terminal.

- o The data phones are for terminal use only. If a phone is needed for official calls, there is one in the back of the Carderock room and one is available in the hall of 1G at Annapolis.
- o Equipment must be turned off when not in use.
- o All equipment settings (terminals, printer, etc.) must be left in the state in which they were in when first accessing the equipment. All terminals are preset for use by TOFACS. If any terminal setting needs to be changed (set up A/B) it should be changed temporarily and not saved.

15. FILE/DOCUMENT/MESSAGE RETENTION

Please delete unneeded and/or unused files/docs/messages. Archive those files/docs/messages that are not needed regularly or may be needed at some future time. TOFACS has limited disk space for user files and needs your help to prevent disk space reaching 100% capacity. Users are urged to clean up their file systems periodically.

Do not delete the file "working". This file is needed/used by the TOFACS system for spelling checks, restoring documents, etc.

16. FILE/DOCUMENT/MAILBOX/LIMITS

A user should not create more than 100 files or 100 documents in a single file. If you do, you will only be able to list the first 100 files or the first 100 documents in the file.

A document cannot have more than 128000 characters.

Do not archive more than 2000 documents. Even though you can archive more than 2000 documents, you will not be able to list your archived file names. You may also experience problems getting a list of the documents in a specific archived file.

A mailbox should not reach 600 messages. Once a mailbox has 600 messages, that mailbox will be inaccessible. TOFACS will then have to split it in half and messages will have to be deleted before the mailbox can be reconstructed.

17. DEFAULT FILE/DOCUMENT PERMISSIONS

When a user creates a file, the default access permissions are that any other user (on the specific machine) can list document names in that file.

When a user creates a document within a file, the default access permissions are that only the user/owner can read/write/change/delete the document.

If you want another user to be able to read a specific document in a specific file, you must change the permissions for the document to permit others to read it.

18. LOST/DAMAGED DOCUMENTS/MESSAGES

If at any time you lose an entire document, part of a document, editing changes made to a document, a mail message, etc. or a document/message/mailbox is damaged, in most all cases, the lost/damaged information can be restored. If you cannot restore the information on your own, please call the TOFACS office as soon as you are aware of the problem.

18.1. LINE DROPS/STUCK - "rstr"

If you are using the TOFACS editor while creating or updating a document and you lose the connection due to a line drop or you "get stuck", relogin and use the "rstr" command. This will restore your document to the state it was in near when you were disconnected or got stuck.

18.2. VAX DOWN

If you are using the TOFACS editor while creating or updating a document and the TOFACS Vax you are on goes down, please call the TOFACS office. We will be able to salvage the document to the state it was in near when the machine went down.

18.3. LOST/DELETED DOCUMENT

If you accidentally delete a document or a document is "lost", please call the TOFACS office. TOFACS keeps backups of all files/documents for approximately four to six weeks so call as soon as you know the document is "lost". Assuming the document is on a backup tape or disk, TOFACS will restore the document within twenty-four hours after being contacted by the user. However, if the TUAG member determines that this is an emergency, and so informs TOFACS, then TOFACS will have the document restored within eight hours.

19. /TMP FILES

TMP files will be cleaned up every 2 days in order to provide more resources for the system. Restoring of files from abnormal termination are made from these /tmp files. Therefore it is important to initiate the restore of a file soon after the abnormal termination occurs.

20. DISPOSITION OF USER FILES

20.1. CODE TO CODE USER TRANSFER (WITHIN DEPARTMENT)

If a user is to be transferred from one code to another within the same department,

- (a) he/she should have someone in his/her old code/work assignment copy files still needed there,
- (b) he/she should delete those files copied,
- (c) he/she should delete unneeded/unused files from his/her old code or work assignment.

This holds true for both on-line and archived files.

20.2. DEPARTMENT TO DEPARTMENT TRANSFER

20.2.1. Remain on TOFACS

20.2.1.1. Stay on same TOFACS VAX Computer. If a user is to be transferred from one department to another department, remain as a valid user on TOFACS and stay on the same TOFACS Vax Computer,

- (a) he/she should have someone in his/her old code/work assignment copy files still needed there,

- (b) he/she should delete those files copied,
- (c) he/she should delete unneeded/unused files from his/her old code or work assignment,

This holds true for both on-line and archived files.

20.2.1.2. Switch to Another TOFACS VAX Computer. If a user is to be transferred from one department to another department, remain as a valid user on TOFACS and switch to another TOFACS Vax computer,

- (a) he/she should follow the instructions/procedures specified in Section

20.3. CHANGING MACHINES

20.2.2. Remove from TOFACS

If a user is to be transferred from one department to another department and is to be removed from TOFACS,

- (a) he/she should have someone in his/her old code/work assignment copy files still needed there. This holds true for both on-line and archived files.

After files are copied, the transferring user will be removed from TOFACS.

20.3. CHANGING MACHINES

The most common case for a user changing machines is when the user transfers from one department to another. In addition, other special circumstances sometimes require that a user change machines. These special cases must be approved by the TOFACS Manager.

Transferring a user between machines requires a level of effort on the part of the user and also on the part of the TOFACS systems support staff. The

transfer of files/docs between machines shall be performed by the TOFACS systems support staff. Other on-line and archive file/doc preparation must be done by the user as specified in Sections 20.3.3 and 20.3.4.

20.3.1. Change in Department and/or Work Assignment

If a user is to be transferred from one machine to another and the user either changes departments or work assignment, then all instructions/procedures specified in Sections 20.3.3 and 20.3.4 should be followed.

20.3.2. No Change in Department or Work Assignment

If a user is to be transferred from one machine to another and there is no change in the users department or work assignment, then all instructions/procedures specified in Section 20.3.4 should be followed.

20.3.3. On-line and Archive FILE/DOC Cleanup

- (a) perform all items in 20.1.

20.3.4. RETRIEVE/DELETE/REARCHIVE Archived FILES/DOCS

- (a) he/she should retrieve all needed archived files/docs,
- (b) delete all archived files/docs,
- (c) after all files are then transferred to the new machine, user should then rearchive those that were originally archived on the other machine.

The above procedure (a - c) is mandatory because archived files/docs can only be retrieved from the machine they were archived on.

(d) he/she should delete unneeded/unused files (both on-line & archive).

20.4. DELETED USER

Excluding secretaries and clerk typists, if a user is to be deleted from the system and has some files that are needed within the department,

- (a) he/she should identify the files/docs needed,
- (b) have someone in his/her code/work assignment copy those files/docs.

This holds true for both on-line and archived files/docs. This should be done before the user leaves or is deleted from the system.

In the event a user leaves and files are not transferred, TOFACS will try to

1. Contact the TUAG person for the department for file disposition,
2. Contact someone in their branch, division, or department for file disposition.

If no disposition can be determined after these efforts, the TUAG member will be informed that the files will be kept for one work week following the contact, afterwards they will be deleted.

20.5. DEPARTING SECRETARY OR CLERK TYPIST

When a secretary or clerk typist leaves DTNSRDC or a group/branch/division /department/etc., he/she should delete any files/docs/mail that are unneeded/unused.

20.6. USER REPLACEMENT

When a user is leaving and files/docs are to be saved for a replacement or for other personnel in the code,

- o The login of that user remains on the system.
- o The first/last name is changed to "Position Vacant".
- o TOFACS changes the password for security reasons.
- o Files will be kept for a maximum of three months. After that time a notice will be sent to the TUAG that the files will be removed.

20.7. TOFACS ACCEPTING RESPONSIBILITY TO TRANSFER USER/FILES

In the infrequent event TOFACS assumes the responsibility for transferring a users files/docs, that user must specify which files/docs are to be transferred. In this situation users are encouraged to transfer only those files/docs that are needed rather than requesting to "transfer everything".

21. EQUIPMENT RESPONSIBILITY

Each user is custodian of his/her equipment and is liable for its whereabouts. Since TOFACS is still maintaining the equipment, whether purchased or leased, you are requested to keep the TOFACS office aware of the location of your assigned equipment in case of the need for a service call.

The TOFACS office would like to serve you in the most efficient and timely manner. Therefore, we request that you not do any of the following with TOFACS equipment. If service in any of the below areas is needed please contact your TUAG rep (refer to "rbb tofacs news" for a list of the TUAG reps).

DO NOT:

- * Connect/disconnect any equipment.
- * Relocate any equipment or move it beyond the limits of the connecting cables.
- * Connect other devices to the terminal, printer or modems.
- * Attempt to disassemble any equipment.
- * Assign the equipment to another user.
- * Attempt to repair equipment.
- * Change the switch setting on TOFACS printers.
- * Connect non-TOFACS cables to TOFACS equipment.
- * Use extra power cords that do not meet Center specifications.
- * Remove or alter TOFACS decals.
- * Alter the pin connections on a cable.
- * Set objects on printers or terminals.
- * Use power cables with no ground connectors. Use only "three prong" connectors.

If the situation is urgent, call the TOFACS office (Carderock, X71018/74226; Annapolis X3221) and we will contact the TUAG member.

22. LETTER QUALITY PRINTERS

Letter quality printers are expensive and in short supply. Consequently, they will only be given out after the TUAG and TOFACS rep agree on the need. Normally, there will be only 1 or 2 LQP/division. Users who are not assigned an LQP and still wish to acquire one can purchase one thru their own department by means of the Zenith contract. Users are encouraged to share printers - especially LQP's.

23. MOVING DATAPHONES

TOFACS dataphones must not be relocated to another area. Phone company policy dictates that we (or users) cannot move an installed TOFACS data phone to another line. If you need to move your data phone please contact TOFACS and arrangements will be made to do so.

24. REMOTE PRINTER

24.1. PICKUP TIMES/AREA

24.1.1. Carderock

For those users who print documents on the Carderock remote printer, be advised that the remote printer is checked at 0900, 1100, 1300, and 1500. Please do not try to pick up your printout until the next printer check time following the time you printed your document. All print jobs done by the TOFACS remote printer must be picked up at the dispatch office on the first floor of building 17.

24.1.2. Annapolis

For those users who print documents on the Annapolis remote printer, the print job is usually ready for pickup within minutes. To check on a remote print job status call X4987. Remote print jobs must be picked up at the computer dispatch window in building 100.

24.2. DEFAULT PAPER SIZE

The default paper size for each TOFACS remote line printer is "1w" (one-part unlined paper 9.5 x 11). The "1w" default size reduces to 8.5 x 11 after the perforated borders are removed.

24.3. TWO WEEK THROWAWAY

Printouts left in either dispatch area for more than two weeks are thrown away.

25. "mis" DISCONNECT PROCEDURES

When accessing "mis" please do not shut your terminal off, hang up your data phone/modem, or hit ^D as a means for getting out of "mis". Due to the complex communications connections, using these methods occasionally locks a line and then prevents other users from accessing "mis". Use the normal "exit" procedures while in "mis" to return to TOFACS.

26. COMPUTER STATUS PHONE

To find out the status of any of the TOFACS computers, please call X73043. A recording gives the current status of the Code 18 managed computers. Only if a TOFACS computer is down will it be mentioned on the status line.

27. TOFACS MACHINE AVAILABILITY

The only regularly scheduled downtime for the TOFACS Vax computers occurs for Preventive Maintenance and System Backup, as described in the following sections. Users are given advance notice of other scheduled downtimes that do not fall into these two categories.

27.1. WEEKDAYS

Preventive Maintenance (PM) for tofacsa (Vax A/01) and dtrc (Vax B/02) is performed the first week of each month. PM for dtrc (Vax B/02) is done on Tuesday and PM for tofacsa (Vax A/01) is done on Wednesday. PM starts at 2000 and lasts approximately three hours. A machine is down and unavailable for use during PM. Please call the TOFACS office for availability of either machine during PM or during off-hours. TOFACSC (Vax C/03) performs disk backup at 0200 each day (for approximately one hour).

27.2. WEEKENDS

Full tape dumps for system backup for tofacsa (Vax A/01) and dtrc (Vax B/02) are performed on Friday evenings commencing at 1930. Operations also performs system backup disk copies once the full tape dumps are completed. It is expected that the TOFACS system will be available for users by 0715 on Saturday mornings.

In the event there are any problems on Saturday and/or Sunday which cause any of the TOFACS computers to be inaccessible, the problem will most often be fixed early Monday morning since all machines run unattended on Saturdays and Sundays.

28. TOFACS SUGGESTION BOX

All users are encouraged to provide input to TOFACS by entering suggestions /comments/complaints/problems/etc. into the TOFACS "Suggestion Box". All user "suggestions" are read daily and a response reporting the action taken (or not taken) is sent back to the "suggestor". It is very important for TOFACS to be aware of user needs and concerns, so please take the time to offer "suggestions" and make TOFACS a better system for all users.

To enter items into the TOFACS "Suggestion Box":

Send an electronic mail message to user "tofacs".

29. MESSAGE OF THE DAY

Each time you login to TOFACS, a message of the day (motd) is displayed on your screen. At a minimum, the motd always states:

-> TOFACS is only for UNCLASSIFIED and OFFICIAL Government use.

-> If you need help, please read item 7 of "rbb tofacs news".

Other announcements of importance to users are added to the motd when necessary. Announcements alerting users to read important information are generally kept for approximately three days to insure that most users know about the info.

30. TOFACSGRAM

A TOFACSGRAM is a quick and easy way for TOFACS to get information to all users. The most recent TOFACSGRAM is read via "tgram" or printed via "ptgram".

31. BULLETIN BOARD

The TOFACS Bulletin Board contains general and specific information on various aspects of TOFACS. Please read the TOFACS Bulletin Board to keep up to date on the latest TOFACS news/information.

Any user wishing to create, manage, and be the administrator for a new bulletin board should call the Bulletin Board Administrator on X71271. Proper

justification must be given before a new bulletin board is added to rbb. A new bulletin board may be created if it will service a sizable user group, the information aids the user group in the performance of its job and functions, the information is not duplicated in other bulletin boards in rbb, and graffiti cannot be used to convey the information.

32. GRAFFITI

If you are sending mail to graffiti to place an item into rgft, please use the following format in the "To:" line of your mail message to graffiti:

If you are on tofacsa (Vax A/01), your "To:" line should be:

To: graffiti, dtrelgraffiti, tofacsc!graffiti

If you are on dtrel (Vax B/02), your "To:" line should be:

To: graffiti, tofacsa!graffiti, tofacsc!graffiti

If you are on tofacsc (Vax C/03), your "To:" line should be:

To: graffiti, tofacsa!graffiti, dtrelgraffiti

This sends your item to graffiti to each TOFACS computer and makes it easier for the TOFACS staff to post graffiti on all TOFACS computers.

33. GLOBAL DISTRIBUTION LIST

For sending of electronic mail, there are several Navy and DTNSRDC specific distribution lists maintained for general use. For example, "tds" is the Navy Labs Technical Directorate, "cos" are the Commanding Officers, "cmbmtg" is the Center's Management Board, and "techsecs" are the technical departments' secretaries. Please check the Global Distribution List for a listing of all Global lists. You can view the Global Distribution List via the "dlist" command or via the distribution list function within electronic mail.

34. TOFACS SYSTEM RESTRICTIONS

34.1. COMPILERS

The compilers on the system are prohibited from general use. These compilers are only used by TOFACS/189 support/contractor personnel.

34.2. APPLICATION PACKAGES/TOOLS

There are several software application packages/tools resident on TOFACS (spreadsheet, DBMS, graphics, word processing, etc.) which are prohibited from general use because of limited resources on the TOFACS Vax computers. These application tools are only used by TOFACS personnel and other specifically assigned users. These users are permitted to use these packages to aide in TOFACS evaluation. TOFACS will be making such features available on other computers as they become available.

34.3. SHELL/SLEEP/BACKGROUND PROCESSES

All shell programs, sleep processes, and background processes are to be run/executed only during non-core work hours (Mon. - Fri. before 0630 and after 1730) or on weekends.

34.4. UNIX

The purpose of TOFACS is to support office automation and not general purpose computing. TOFACS does not support, teach, or provide documentation for UNIX. TOFACS will not correct any problems with UNIX commands unless they are used by the system software or are of a "serious" nature.

34.5. CU

Please refrain from using the "cu" command to auto-dial another computer, whether it be one of our TOFACS' Vax computers or some other computer. There is only one "cu" line available. The TOFACS staff and the TOFACS system support staff regularly need to use the "cu" line to transfer between the TOFACS computers in order to provide quicker user support and system maintenance.

34.6. SHARING LOGINS

TOFACS users approved to be on the system are prohibited from sharing their login/password with anyone else. Security regulations require that users must not provide personal access procedures to others and must protect such information from inadvertent disclosure. Any employee not currently on TOFACS and wishing to be on the system must have their TUAG rep put in an official request to be added to TOFACS.

The TOFACS computers have limited capacity for handling users and file space. TOFACS attempts to assign users to specific machines based on a number of criteria one of which is how many users a specific machine can handle. Sharing logins adds to the load, file system, responsiveness, and difficulty in accessing of the system. In addition, security of the system and a users own files can be jeopardized by sharing a login. So that TOFACS can better control all these factors please refrain from sharing your login/password with anyone. TOFACS fully expects to add users as additional resources are available.

35. DDN/TAC/TELENET ACCESS

The DDN TAC and GTE TELENET capabilities allow a user to bypass long-distance telephone rates when accessing TOFACS from a "distant" location. The following two sections briefly describe both the DDN TAC and GTE TELENET access capabilities. Please read the TOFACS Bulletin Board for detailed information on the DDN, TAC and TELENET access.

35.1. DDN TAC

The Defense Data Network (DDN) TAC (Terminal Access Controller) is the preferred means of accessing TOFACS from a remote location. The DDN TAC communication linking service allows a user at a distant location to access TOFACS by placing a local telephone call through a TAC. When an authorized request is made, the TAC HOST connects to the requested Host. DTRC (VAX B/02) is currently the only authorized DTNSRDC TOFACS Host with TAC accessing capability. A user MUST have a login on DTRC to access TOFACS from a remote location through a TAC HOST. If a user is not on VAX B their login name and password will not be accepted by the DTRC VAX.

Any user using a DDN TAC must first be a registered user. A registered user receives a DDN TAC Access Card which contains the User ID and Access Code for dtrc access. To register to be a valid DDN TAC user of dtrc (Vax B), please contact the dtrc DDN Host Administrator on 227-1018.

35.2. TELENET (GTE)

TOFACS is a subscriber to the GTE Telenet service for remote access to tofacsa (Vax A/01) and dtrc (Vax B/02). At this time GTE allows access from some areas not yet available to the DDN. No preregistration is needed to use this service at this time. The DTNSRDC GTE Host only supports 300 and 1200 baud asynchronous lines.

36. PC SUPPORT

At this time TOFACS is able to give only a limited amount of support to PC users. This support is limited to the use of the PC for reading mail. TOFACS has plans to provide more support to PC's and intelligent workstations at a future date, but until that time the stated policy below holds.

TOFACS PC SUPPORT POLICY STATEMENT

* PC-Workstation Interface to TOFACS, Definition of Responsibility *

The TOFACS plan approved by the Center provides for installation of 600 TOFACS workstations. Under this plan TOFACS is responsible for providing the end-users (from the defined list developed in coordination with the user departments) with the communications connection for accessing the TOFACS system, the appropriate communications interface device, and a workstation (VT-100 and

connecting cables). In some cases TOFACS also provides a printer and the necessary cable connections to the workstation. Under the above situation TOFACS assumes responsibility for maintenance of the user's workstation and communications interface (although it is noted that maintenance of the communications facilities at the user site is subject to the vagaries (re response time and effectiveness) which have become "normal" since the breakup of the Bell System). Problems with the above user configuration should be referred to the TOFACS User Support office for action.

Currently, a number of TOFACS users are choosing to replace the TOFACS VT-100 workstation with a Personal Computer (PC), which emulates a VT-100 when used for access to TOFACS. This choice, and its resultant implications and responsibilities, is at the option of the user. TOFACS will acquiesce to that choice by the user. But, a displaced VT-100 terminal must be returned to the TOFACS office. Furthermore, TOFACS' responsibility to that user's workstation changes considerably in this case.

The PC support function is not a part of TOFACS' charter. Nor, has the Center seen fit to fund that function as a separate organization, as has been proposed. Consequently, TOFACS only supports and is responsible for the installation, operation, use and maintenance of its official workstation (VT-100 compatible terminals provided by TOFACS). Therefore, all installation, maintenance and/or operational functions/difficulties associated with the PC-workstation are solely the responsibility of the end user. TOFACS is not able to provide any support to a user's PC-workstation other than to allow it to be connected to the TOFACS' communications facilities, provided the individual is an accredited TOFACS user.

37. APPLICATION PACKAGES/TOOLS

37.1. DECISION SUPPORT SYSTEM (DSS)

TOFACS is currently working towards providing users with several software application packages/tools on a set of super-micro computers as part of the planned TOFACS Decision Support System (DSS). The complete DSS, as planned, will have a Data Base Management System (DBMS), Spreadsheet, Business Graphics and communication links to Pilot System computers. Implementation of the additional capabilities will occur in stages throughout FY86.

Currently only a DBMS is available for general use.

37.2. DATA BASE MANAGEMENT SYSTEM

A Data Base Management System (DBMS) is now available for use as part of the planned TOFACS Decision Support System (DSS). The DBMS is now operational on a Plexus computer which is separate from the current operational TOFACS Pilot System Vax Computers.

The TOFACS DSS DBMS is available only for administrative/OA applications. Technical data bases must still be operated on the Center's Central Computer Facility.

The Plexus is a high-performance super-microcomputer for business data processing. The Plexus P/35 is an excellent system for applications that demand high CPU performance in support of multiple users. At this time we have dial-up phone lines to support up to eight simultaneous users.

UNIFY is the UNIX-based relational DBMS that is available on the Plexus. It has the following characteristics:

a. POWER:

- o interactive data entry
- o ad hoc queries
- o report writer
- o batch and interactive data base updates
- o data base load/unload from UNIX files

b. EASE OF USE:

- o fully relational
- o dynamic data independence
- o menu driven
- o non-procedural

c. RELIABILITY

- o data base recovery
- o transaction logging
- o concurrent use control
- o designed for production environments

d. SECURITY:

- o user passwords
- o menu-level security
- o program-level security
- o field-level security

e. HIGH PERFORMANCE

UNIFY is a powerful, high quality, relational DBMS considered to be one of, if not, the best relational DBMS's available for UNIX operating systems. UNIFY can handle data bases with thousands of records. UNIFY includes a full-featured spreadsheet capability which allows the user to integrate those functions with the data base package. In addition, graphic representations of data in the data base are also available. TOFACS has a capability for users to transfer files to/from TOFACS from/to the Plexus.

Any user wishing to use UNIFY on the Plexus should contact their TOFACS rep and briefly describe your current needs and potential applications for your use of UNIFY. TOFACS will take requests on a first-come first-served basis, assuming there is a viable need. Each UNIFY user will be given a separate login on the Plexus computer along with directions for accessing the Plexus. Each user will also be given a UNIFY Tutorial Manual for learning, using and referencing UNIFY. Users can also take formal training (at their own expense) given by Digital Analysis Corporation:

Classes Available: (1) Logical Data Base Design Workshop (1 day; \$195.00)

(2) UNIFY Workshop (2 days; \$395.00)

Contact: David Kinsley

Telephone number: (703) 471-0396

The class location: 1889 Prestone White Drive (off Sunrise Valley Drive)
Reston, Virginia

Because of limited TOFACS support staff, users will be responsible for developing and implementing their own applications under UNIFY. A resident TOFACS DBMS support person will be available for emergency consultation.

INITIAL DISTRIBUTION

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12 DTIC

CENTER DISTRIBUTION

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1	18	Dr. C. Schoman
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2	1822	M. Proctor
200	1822	B. Wybraniec
1	522.1	TIC (C)
1	522.2	TIC (A)
1	93	L. Marsh

DTNSRDC ISSUES THREE TYPES OF REPORTS:

1. **DTNSRDC reports, a formal series**, contain information of permanent technical value. They carry a consecutive numerical identification regardless of their classification or the originating department.
2. **Departmental reports, a semiformal series**, contain information of a preliminary, temporary, or proprietary nature or of limited interest or significance. They carry a departmental alphanumerical identification.
3. **Technical memoranda, an informal series**, contain technical documentation of limited use and interest. They are *primarily working papers intended for internal use*. They carry an identifying number which indicates their type and the numerical code of the originating department. Any distribution outside DTNSRDC must be approved by the head of the originating department on a case-by-case basis.

END

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DTIC